



## **CITY OF BRAWLEY JOB ANNOUNCEMENT**

**DEPARTMENT:** Planning

**POSITION:** Planning Technician

**SALARY:** \$3,271.55 per month

**EXAM TYPE:** N/A

**DUTIES:** See job description

**QUALIFICATIONS:** The Planning Technician requires a minimum of an Associate's degree in a related field and one year of experience in plan review, zoning administration and/or permit issuance. A Bachelor's degree in urban planning, social sciences, or in a related field may be substituted for experience.

Strong written and oral communication skills a must.

Basic knowledge of GIS is required.

This position requires a valid California driver's license.

**APPLY TO:** Personnel – City Administration Offices  
383 Main Street  
Brawley, CA 92227  
(760) 351-3057

**APPLY BY:** January 4, 2018

(Posted 12/14/2017)



## CITY OF BRAWLEY

### **CLASS TITLE:** Planning Technician

**BASIC FUNCTION:** Under direct supervision of the Planning Director, the Planning Technician is responsible for technical, clerical, and project organization providing administrative and technical assistance to the department. The Planning Technician provides information to the public in various capacities including educating the public about the City of Brawley's ordinances, regulations, zoning, and the review process. The Planning Technician will assist with the development of comprehensive plans and programs for utilization of land use within the City. This position will also perform legal and property research; prepare computer-generated maps and related information for development requests.

**REPRESENTATIVE DUTIES:** The following duties are performed personally, in cooperation with the Planning Director and/or in coordination with other City staff and community groups. Additional duties may be assigned.

### **ESSENTIAL DUTIES:**

- Provides technical assistance and information to staff and the public in the administration of specific planning programs, areas, or ordinances
- Possess the ability to read and comprehend codes, specifications, legal descriptions and boundary maps of real property, maps, and development plans and plats
- Reviews site plans and zoning permit applications to assure compliance with requirements such as use, bulk, placement, and parking ratios
- Performs routine office tasks in designated program areas, including data entry, file management, copying, collecting fees, updating handouts, producing agendas, mailing items, ordering supplies and answering telephone
- Develops and maintains automated tracking systems, hard copy files and records
- Prepares narrative staff reports and recommendations of limited complexity, such as special use permits, variances and lot mergers/lot line adjustments
- Researches and compiles information on a variety of planning issues from multiple sources
- Prepares public notices and property owner verifications
- Prepares maps, charts, and tables
- Investigates violations and code enforcement issues of planning regulations and ordinances, conducts site visits
- Attends public meetings, assisting other planning staff as appropriate
- Will be designated as the Planning Commission Secretary and required to attend the meetings and prepare and transcribe the official minutes
- Other duties as assigned

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

- Planning principles and practices, including State and Local planning laws
- Principles and practices of research and data collection
- Effective writing techniques

- Principles of statistics, algebra and geometry and its application in practical situations
- Computer hardware and software programs, which include Microsoft Office, Internet applications, and GIS (ARCVIEW)

**ABILITY TO:**

- Provide clear oral communication with the interpersonal skills to explain rules and procedures to the public
- Exercise problem-solving skills and gather relevant information to solve vaguely defined practical problems
- Review plans and apply provisions of City ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Work on several projects or issues simultaneously and prioritize as appropriate
- Ability to work independently or in a team environment as needed

**EDUCATION AND EXPERIENCE:**

- The Planning Technician requires a minimum of a high school diploma and completion of two years of college in a related field and one year of experience in plan review, zoning administration and/or permit issuance. A bachelor's degree in public administration, urban planning, social sciences or a related field may be substituted for experience.
- This position requires a valid California driver's license.

**WORKING CONDITIONS**

**ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Planning Technician generally work 85% indoors and 15% outdoors.
- The work environment indoors is usually in a temperature controlled office; some travel is required.
- Noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.